CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Corporate Resources** | **SERVICE GROUP: Built Environment** | |
| **POST TITLE: Electrician** | **REPORTS TO: Works Officer** | |
| **GRADE: 1-6** | | **POSITION NUMBER: 50090458** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** | | | | |
| Ensuring that electrical works to Local Authority properties are carried out to the highest possible standard in accordance with drawings and specifications and in accordance with the Current Electrical British Standards and the Electricity at Work Regulations 1989 and produce the appropriate documentation and certification.  Prepare risk assessment and method statements and adhering to these paying due regard to the high risk associated with electrical works to ensure the safety of the public, service users, staff members and yourself.  Fault find and establish the most appropriate method of carrying out the repair, determining and sourcing any necessary plant and materials required to carry out the works in the most cost effective way; providing excellent customer satisfaction. | | | | |
| **Main Responsibilities of Post:** | | | | |
| To carry out electrical services installation and maintenance to a diverse range of commercial buildings  Prioritise own workload where necessary from that issued  To interpret specifications and drawings and carry out the works in accordance with these  To use their knowledge of the wiring regulations to ensure the specifications and drawings are compliant  To ensure that all electrical work they undertake complies with the current wiring regulations  Fault finding and appropriate rectification works  To produce electrical test certificates in accordance with the current British Standards (BS7671) and accept the liability of the role of the signatory of the Design, Construction and Inspection and Testing of these safety certificates  Produce method statements and risk assessments for works in accordance with the CDM Regulations and current Health and Safety legislation.  Carry out electrical works to a very high standard in accordance with the relevant regulatory bodies  To asses and decipher if electrical installations are fit for purpose and safe to continue in service.  Isolate unsafe electrical systems when discovered and required in the interests of safety  Carry out condition reporting on electrical systems installed by others as required by Building Control to ensure they are in accordance with The Building Act 1984 and the approved documents of The Building Regulations  Instruct and provide technical expertise to colleagues in their specific trade to give guidance and advice on joinery works  Adopt a supervisory role when required  Instruct, supervise and provide technical expertise to Apprentices, Trainees and Semi-skilled operatives and carry out initial, interim, and final inspections on works carried out by them.  Use tools, plant equipment and materials as are applicable in their specific trade area safely and in accordance with the general activities of the construction industry. | | | | |
| **Structure:** | | | | |
| **Special Knowledge Requirement. Will be used for shortlisting.** | | | | |
|  | | | **Essential** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | | |  | |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Lower thresholdlevel – where the person is able to demonstrate that they can during the interview:  a) Use a wide range of simple words and a standard English sentence structure to express much of what they want to.  b) Maintain a conversational flow even though they pause to think of the correct words or sentence structure in order to express themselves.  or the Advanced thresholdlevel (which will be implemented where the post requires a greater level  of sensitive interaction with the public e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview:  a) Can express themselves fluently and spontaneously , almost effortlessly  b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language  **If this applies to the post you are recruiting select the level ie either Threshold or Advanced level most appropriate to the post and remove the other level from the Job Profile .** | | | Yes | |
| Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of  work | | | Yes | |
| Uses a range of complex IT packages relating to area of work | | | Yes | |
| Ability to adopt a process of continual improvement and suggest ways of  working more efficient and effectively to improve service delivery. | | | Yes | |
| Knows and understands how to use, interpret, handle and communicate  information | | | Yes | |
| Evidence of Continuous Professional Development | | | Yes | |
| A good working knowledge of all construction practices | | | Yes | |
| Good customer relationship skills | | | Yes | |
| 2391 Electrical Testing Qualification | | | No | |
| Happy to undertake further training when required | | | Yes | |
| **Relevant experience requirement: Will be used for shortlisting** | | | |
| 2 years post qualification experience. | | | |
| Comprehensive knowledge of wiring regulations and installation methods. | | | |
| Valid Driving Licence | | | |
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| **Relevant professional qualifications requirement: Will be used for shortlisting** | | | |
| NVQ Level III in Electrical Engineering | | | |
| Evidence of completion of the awareness course of current edition of the IEE Wiring Regulations. | | | |
| CSCS Card | | | |
| **Core Employee competencies to be used at the interview stage.** | | | |
| **Carries Out Performance Management** | | | |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. | | | |
| **Communicates Effectively** | | | |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.** | | | |
| **Carries Out Effective Decision Making** | | | |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work. | | | |
| **Undertakes Structured Problem Solving** **Activity** | | | |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. | | | |
| **Operates with Dignity and Respect** | | | |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face. | | | |
| **Working Conditions:** | | | |
| Must be prepared to work both indoors and outdoors in all weathers except in the case of extreme climate or hazardous climatic conditions whilst working outside.  Must be prepared to wear the Services uniform including any protective clothing, in accordance with statutory or the Services regulations whilst working with hazardous materials or specialist equipment  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  Adept at working at heights, walking, kneeling, bending, pulling/ pushing, climbing steps, ladders and scaffolding Able to work in confined spaces  Capable at lifting and handling | | | |
| **Special Conditions:** | | | |
| A DBS check will be carried out as the candidate will be working in schools and in buildings where service users may be vulnerable adults. | | | |
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| **Compiled by: MK**  **Date:** | **Grade Assessment Date:** | **Post Grade:** | |